



# Rules of Order

---

## National Conference of Constituency Leaders

### Table of Contents

- I. Purpose and Objectives of the National Conference of Constituency Leaders (NCCL)
- II. NCCL Business Procedures
- III. Rules of Election

#### SUPPLEMENTAL DOCUMENTS AVAILABLE:

- I. NCCL History
- II. Powers and Duties of Reference Committees
- III. Roles and Responsibilities
- IV. Reimbursement Policies

1 I. Purpose and Objectives of the National Conference of Constituency Leaders (NCCL)

2  
3 A. Purpose

4  
5 The National Conference of Constituency Leaders (NCCL), first held in 1990 as the  
6 National Conference of Women, Minority and New Physicians (NCWMNP), is a vehicle  
7 to more effectively integrate the perspectives and concerns of AAFP members from  
8 underrepresented constituencies, to the benefit of an increasingly diverse membership  
9 and patient population. The NCCL is designed to focus on, and give impetus to, the  
10 perspectives and special concerns of grassroots members from the constituency  
11 groups.

12  
13 B. Objectives

- 14  
15 1. To provide an opportunity for Board-approved member constituencies [currently  
16 Women; Minority; New Physicians; International Medical Graduates (IMG); and  
17 Lesbian, Gay, Bisexual, and Transgender (LGBT) physicians] and other emerging  
18 constituencies to become more familiar with AAFP programs, exchange information,  
19 share experiences, develop basic leadership skills, and to encourage participation in  
20 the AAFP governance structure at both the local and national levels.
- 21  
22 2. To provide a forum whereby the Board of Directors may be better informed as to the  
23 concerns of the constituency groups and discuss with them priorities for AAFP  
24 activities.
- 25  
26 3. To provide an opportunity for these groups to identify issues of particular concern to  
27 family physicians and to make specific recommendations by way of resolutions to the  
28 AAFP's Board of Directors and Congress of Delegates.
- 29  
30 4. To allow the New Physicians constituency to elect a nominee for the New Physician  
31 Member of the Board of Directors.
- 32  
33 5. To allow the New Physicians constituency to elect two Alternate Delegates, in  
34 accordance with the AAFP Bylaws, who serve one year in that capacity before  
35 succeeding to the position of Delegate in the following Congress of Delegates.
- 36  
37 6. To allow all New Physicians present (no matter which constituency they are in  
38 attendance to represent) to elect two Delegates to the American Medical Association's  
39 Young Physicians Section (AMA-YPS).
- 40  
41 7. To allow the Women; Minority; IMG; and LGBT constituencies to elect six Member  
42 Constituency Alternate Delegates, in accordance with the AAFP Bylaws, who serve  
43 one year in that capacity before succeeding to the position of Delegate in the following  
44 Congress. The constituency Delegates and Alternate Delegates represent the views of  
45 the grassroots constituency members in the debate and decisions of the Congress of  
46 Delegates.

47  
48 II. NCCL Business Procedures

49  
50 A. The business of the NCCL shall be conducted annually.

51  
52 1. Attendance

- 53  
54 a. Any member of the AAFP may register for and attend the conference as a General  
55 Registrant. Chapters may specify an active member to be a Chapter Delegate for  
56 each of the Board-approved constituencies.

57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99  
100  
101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112

- b. The member constituencies are defined as follows for the purposes of the conference:
- i. *Women* physicians are those who self-identify as women.
  - ii. *Minority* physicians are defined as they are by the U.S. Census Bureau: African American, Asian, Native Hawaiian or other Pacific Islander, American Indian, Alaska Native, ethnic Latino, Other.
  - iii. *New Physicians* are those who completed residency or extended training immediately following residency seven years ago or less. Individuals who graduate from a residency program but who enter a fellowship continue in the resident member status until completion of their fellowship, whereupon they become active members. For those individuals, the seven year time period for purpose of New Physician Board member eligibility would not begin upon graduation from their residency program, but rather they would have seven years after completion of their fellowship.
  - iv. *IMGs* are graduates from a medical school outside of the United States, Canada and Puerto Rico.
  - v. *LGBT* physicians are those who self-identify as LGBT or who are supportive of LGBT issues.
- c. Chapter Delegates
- i. Chapter Delegates must be members in the Active AAFP membership classification only. Chapter Delegates are designated by chapters for each of the Board-approved member constituency groups. They must meet the definition of the constituency group they represent and their member classification must be Active the first day of the conference with dues paid in full or be enrolled in the installment payment plan to be eligible to serve. Chapter Delegates may serve on Reference or Tellers Committees, submit resolutions, testify in all reference committee hearings, testify and vote on resolutions in the business sessions, and vote in the Co-Convener, Alternate Delegate, and/or Delegate elections.
  - ii. Chapters may seek out individuals to send from their jurisdiction or they may take requests for consideration from interested individuals. Co-Conveners may come as a Chapter Delegate for their chapter, but are only eligible to come for the constituency that they have been elected to represent.
  - iii. A Chapter Delegate may be replaced on site by a General Registrant from the same chapter if the General Registrant meets the criteria for that constituency. A request for such a substitution must come from both the General Registrant and Chapter Executive directly to the NCCL Conference Strategist. At the time of substitution, voting privileges will be revoked from the original member and given to the replacement.
  - iv. A Chapter Delegate may change the constituency he/she has been named to represent only if the Chapter Delegate meets the definition of the constituency group he/she wishes to represent and the chapter does not already have a representative for the constituency group he/she wishes to represent. A request for such a change must come from the Chapter Executive directly to the NCCL Conference Strategist and must occur prior to the first business

113 session of NCCL. At the time of change, all voting privileges are, then,  
114 restricted to the member constituency group the Chapter Delegate represents  
115 until the close of NCCL.  
116

117 d. General Registrants  
118

- 119 i. General Registrants may contribute to the discussions, run for office if they are  
120 an AAFP member in the Active membership category and meet the definitions  
121 and requirements, volunteer for the Reference or Tellers Committees, co-  
122 sponsor resolutions (if endorsed by at least two Chapter Delegates), and testify  
123 on policy issues during any of the NCCL reference committees and business  
124 sessions. They may not vote on policy issues, make motions or propose  
125 amendments during the NCCL business session, or vote in any AAFP  
126 Delegate, Alternate Delegate, or Co-Convener elections. If qualified, they will  
127 be allowed to vote in the AMA-YPS Delegate election.  
128
- 129 ii. General Registrants, in the Active membership category only, will be allowed to  
130 fill open constituency slots for their chapter as long as they meet the definition  
131 of the constituency group they intend to represent and have dues paid in full or  
132 are enrolled in the installment payment plan. A request must come from the  
133 Chapter Executive directly to the NCCL Conference Strategist. General  
134 Registrants will only be allowed to fill open constituency slots for the chapter in  
135 which they are members in good standing.  
136
- 137 iii. Members in the Supporting, Inactive, Life, Resident, and Student membership  
138 classifications may not come as a Chapter Delegate; however, these members  
139 are encouraged to attend as General Registrants to the conference. They may  
140 contribute to the discussions, co-sponsor resolutions (if endorsed by at least  
141 two Chapter Delegates), and testify on policy issues during any of the NCCL  
142 reference committees and business session. They may not vote in any  
143 elections or serve on the Tellers Committee; however, they may volunteer as  
144 an observer for a reference committee.  
145

- 146 B. A majority (one more than half) of the total registered Chapter Delegates shall constitute a  
147 quorum at any business session of the NCCL.  
148
- 149 C. The most current edition of The American Institute of Parliamentarians, *The Standard*  
150 *Code of Parliamentary Procedure* shall govern all proceedings of the NCCL, except when  
151 in conflict with the AAFP Bylaws or specific provisions of these Rules of Order.  
152
- 153 D. The NCCL Convener will serve as Chair and shall preside over the business sessions with  
154 assistance at his/her discretion.  
155
- 156 E. Reference committees shall be appointed by the NCCL Convener to facilitate the work of  
157 the NCCL. Whenever possible, the NCCL will follow the same protocols as the AAFP  
158 Congress of Delegates. Reference committee hearings will be staggered, to be scheduled  
159 on such days and at such times to be determined by the NCCL Convener. Reference  
160 committees will operate according to the document on "Powers and Duties of Reference  
161 Committees."  
162
- 163 F. Resolutions must be presented in writing by the published deadline. To be considered for  
164 introduction to a reference committee, submitted resolutions must be endorsed by at least  
165 two NCCL Chapter Delegates.  
166

167 Upon submission, the current NCCL Convener and next year's NCCL Convener will  
168 determine the ultimate designation of which reference committee will act on a resolution.

169 This determination will consider (a) the relevance of the issue to the various topics, (b) the  
170 possible grouping of like issues for consideration, and (c) the relative workload for each of  
171 the reference committees. Each resolution will be referred to only one reference  
172 committee.

173  
174 It is the discretion of the business session to determine the relevance of the reference  
175 committee recommendation for referral destination; however, the CMMS has ultimate  
176 approval of any referrals to the Congress of Delegates. If the CMMS determines, based on a  
177 pre-determined criteria set forth in the supplemental document, Powers and Duties of  
178 Reference Committees, that a referral does not belong with the Congress of Delegates, it  
179 will, instead, refer the resolution to the Board of Directors.  
180

- 181 G. Any resolution not previously discussed in a reference committee must be typed or legibly  
182 printed and presented to the NCCL Convener no later than 60 minutes prior to the start of  
183 the first business session. The Late Resolutions Committee (comprised of the NCCL  
184 Convener and Reference Committee Chairs) will then review such resolutions. It is within  
185 the discretion of this committee to recommend whether the business session should  
186 consider the introduction, based on whether it contains timely, pertinent, and new  
187 information.  
188

189 Prior to the start of the business session's scheduled agenda, the recommendation of the  
190 Late Resolutions Committee will be announced. Two-thirds (2/3) of the registered Chapter  
191 Delegates present must vote in favor of allowing the late resolution for it to be introduced  
192 and considered. Once a resolution is accepted by the NCCL, it "belongs" to the conference  
193 which then has the authority to wordsmith the language, when appropriate, for better  
194 understanding.  
195

196 Late resolutions shall be considered in the order received, except that the NCCL Convener  
197 reserves the right to determine the order of business based on the importance of the  
198 issues and the amount of time available for discussion.  
199

- 200 H. All conference registrants may have the privilege of the floor and engage in debate after  
201 being recognized by the Chair.  
202
- 203 I. No one shall speak more than once on any issue or separate motion until all who wish to  
204 speak have been heard. No one shall speak more than twice without permission of the  
205 Chair or by majority vote of the NCCL.  
206
- 207 J. Debate on a single issue shall be limited to two minutes per speaker and no more than 15  
208 minutes overall, except by permission of the Chair or by majority vote of the NCCL,  
209 provided both sides have been represented on the debate.  
210
- 211 K. All Chapter Delegates may vote on policy issues and in elections during the business  
212 sessions.  
213
- 214 L. Passage of a motion during the business sessions requires a majority vote (one more than  
215 half of the total registered Chapter Delegates) except for motions which require greater  
216 than a majority as specified in *The Standard Code of Parliamentary Procedure*, current  
217 edition. All motions require a second. The Chair may conduct a head-count at any time  
218 during the business sessions to verify the number of Chapter Delegates present. If there is  
219 not a majority present, all voting must be suspended until a later time or subsequent  
220 meeting.  
221
- 222 M. Voting shall be by voice, "yes" and "no", except where the NCCL Convener or a Chapter  
223 Delegate calls for a division, in which case a standing, hand, written, or electronic vote  
224 shall be taken.

- 225  
226  
227  
228  
229  
230  
231  
232  
233  
234  
235  
236  
237  
238  
239  
240  
241  
242  
243  
244
- N. There are various opportunities for volunteer leadership at the NCCL. These opportunities allow participation in reference committees, the Tellers Committee, and as Parliamentarian. Appointments for these volunteer positions will be solicited via an NCCL volunteer service application form. Appointments for these positions will be made by the NCCL Convener and announced on site at the NCCL.
  - O. In the event that any business remains unfinished at the conclusion of the NCCL, the protocol listed herein shall be followed:
    - 1. If a late resolution(s) has been accepted by the NCCL but is not addressed during the meeting, the resolution(s) will be placed on the appropriate reference committee agenda the following year for vetting. At least one of the original resolution authors must be in attendance the following year in order for the resolution to be considered.
    - 2. If a resolution(s) has been presented on a reference committee agenda but is not addressed during the meeting, the resolution(s) will be placed as old business on the business session agenda the following year to be addressed before any new business. All relevant background material will be provided to the NCCL attendees.

245  
246

P. Rules of Order and Parliamentary Procedure.

- 247  
248  
249  
250  
251  
252  
253  
254  
255  
256
- 1. The Rules of Order shall govern all parliamentary proceedings of the NCCL except when in conflict with the AAFP Bylaws. The NCCL Convener is responsible for enforcement of parliamentary procedure according to the Rules of Order. Further interpretation of these procedures, as necessary, will be made by the NCCL Convener, utilizing the most current edition of The American Institute of Parliamentarians, *The Standard Code of Parliamentary Procedure*.
  - 2. Recommendations to amend the Rules of Order will be made by the Commission on Membership and Member Services to the Board of Directors for their approval.

257  
258

III. Rules of Election

- 259  
260  
261  
262  
263  
264  
265  
266  
267  
268  
269  
270  
271  
272  
273
- A. A Tellers Committee will be comprised of one member from each constituency appointed by the NCCL Convener. This group oversees all elections, works with staff to collect ballots, tallies votes, and relays results to the constituency Caucus or Business Session Chair, and may be called upon during the business sessions to assist with any hand or written votes. Members of the Tellers Committee must not be running for any office during the conference.
  - B. AAFP Bylaws authorize the seating of two Delegates and two Alternate Delegates at the AAFP Congress of Delegates from the New Physicians constituency (with no sunset date) and six Delegates and six Alternate Delegates from the remaining four Member Constituencies (with a sunset date of 2020). Each constituency, except for New Physicians will elect two Co-Conveners for the following year's conference. These individuals will also become candidates for the elections of six constituency Alternate Delegates (or Delegates, if necessary) the following day.

274  
275  
276  
277

AAFP Bylaws authorize the election of one candidate for the New Physician Director on the Board of Directors for a one-year term. The candidate must then be approved by the Congress of Delegates to be seated on the Board of Directors.

- 278  
279  
280
- C. The following elections will be held in conjunction with the NCCL:
    - 1. One Convener (for the subsequent NCCL)

281  
282  
283  
284  
285  
286  
287  
288  
289  
290  
291  
292  
293  
294  
295  
296  
297  
298  
299  
300  
301  
302  
303  
304  
305  
306  
307  
308  
309  
310  
311  
312  
313  
314  
315  
316  
317  
318  
319  
320  
321  
322  
323  
324  
325  
326  
327  
328  
329  
330  
331  
332  
333  
334  
335  
336

2. One new physician nominee for the Board of Directors
3. Eight Co-Conveners (two each for the Women, Minority, IMG, and GLBT constituencies) for NCCL the following year
4. Six Member Constituency Alternate Delegates to the AAFP Congress of Delegates who will serve as Delegates the following year
5. Two New Physicians Alternate Delegates to the AAFP Congress of Delegates who will serve as Delegates to the Congress of Delegates as well as Co-Convenor for NCCL the following year
6. One Delegate to the AMA Young Physicians Section (YPS)

D. Voting Delegates.

1. Only those conference registrants who are designated by their chapter as a Chapter Delegate to a constituency will be given ballot packets to vote for NCCL Convener, Co-Conveners, and Alternate Delegates (and Delegates if necessary) for that constituency.
2. Only those conference registrants who are designated by their chapter as a Chapter Delegate to the New Physicians constituency will be given ballot packets to vote for the New Physician candidate for the Board of Directors.
3. All conference registrants who meet the AAFP definition of a New Physician (whether coming as a Chapter Delegate or General Registrant) will be given ballot packets to vote for the AAFP's AMA-YPS Delegate.

E. Election Criteria.

1. NCCL Convener
  - a. The requirements to run for the NCCL Convener are as follows: must be an AAFP member in the Active membership category and meet a constituency definition at the time of the meeting he/she will convene.
  - b. Candidates must have been in attendance at the previous year's NCCL and must have previously served as a Co-Convenor or Delegate or Alternate Delegate for the Member Constituencies or New Physicians.
  - c. Candidates may not serve as a constituency Delegate in the following Congress of Delegates.
  - d. The two candidates for NCCL Convener will be nominated from a pool of applicants by the Commission on Membership and Member Services and ratified by the Board Chair prior to NCCL for placement on the ballot.
2. New Physician Nominee for the AAFP Board of Directors.
  - a. The requirements to run for the New Physician seat are as follows: must be an AAFP member in the Active membership category, first eligible for Active membership in the AAFP fewer than seven years before being elected at the NCCL, and not currently nor have ever served as the Student, Resident, or New Physician Board member.

337  
338  
339  
340  
341  
342  
343  
344  
345  
346  
347  
348  
349  
350  
351  
352  
353  
354  
355  
356  
357  
358  
359  
360  
361  
362  
363  
364  
365  
366  
367  
368  
369  
370  
371  
372  
373  
374  
375  
376  
377  
378  
379  
380  
381  
382  
383  
384  
385  
386  
387  
388  
389  
390  
391  
392

- b. Candidates must have also previously attended at least one NCCL, be in attendance at the NCCL during which they are running for the position (as a General Registrant or Chapter Delegate to any constituency, provided the criteria for the new physicians constituency is met), and submit a form declaring their candidacy accompanied by a curriculum vitae and a letter of endorsement from their chapter by the designated deadline.
  - c. Candidates cannot run for other offices (AMA-YPS Delegate or Board approved constituency Co-Conveners) during the same NCCL.
  - d. Pursuant to the AAFP Bylaws, the elected candidate's name shall be presented to the AAFP Congress of Delegates for approval. If the Congress of Delegates fails to approve the candidate, the AAFP Board of Directors shall select the New Physician Board member by majority vote.
  - e. The term of office for the New Physician Board Member shall begin at the conclusion of the annual meeting of the Congress of Delegates and expire at the conclusion of the next annual meeting of the Congress of Delegates.
3. Constituency Co-Convener.
- a. The requirements to run for the Co-Convener positions are as follows: must be an AAFP member in the Active membership category, must be in attendance at the NCCL (as a General Registrant, provided the criteria for the constituency is met, or Chapter Delegate to the constituency), must declare as a candidate for Co-Convener for only one specific constituency, and meet the criteria for that constituency.
  - b. Candidates must submit a form declaring their candidacy accompanied by a curriculum vitae by the designated deadline. Members may seek chapter support for their candidacy, but they do not need to be nominated by their chapter, nor do they need to be a Chapter Delegate to the NCCL to run.
  - c. In the event an open Co-Convener slot(s) needs to be filled and that person is not serving as an Alternate Delegate, the person receiving the third highest amount of votes at the previous year's NCCL constituency elections will be asked to serve.
4. Member Constituency Alternate Delegate to the Congress of Delegates.
- a. To qualify for the Member Constituency Alternate Delegate positions, an individual must have been elected as a Constituency Co-Convener at the current year's NCCL.
  - b. No individual shall be prohibited from being elected to a second term as a Member Constituency Alternate Delegate and Delegate. However, no individual may serve a cumulative total of more than four years as a Member Constituency Alternate Delegate and Delegate.
  - c. In the event open slots need to be filled (due to election of higher office, etc.):
    - i. If openings occur between the time of the NCCL and the time the Congress of Delegates meets, nominations will be solicited from the Commission on Membership and Member Services. Nominees will, then, be presented to the Board Chair, who will designate the successor.



- 393  
394  
395  
396  
397  
398  
399
- ii. If open slots occur between the time of the Congress of Delegates and the time the NCCL meets, the slots will be filled by election at the subsequent NCCL. Those eligible to run for the open slot are the Co-Conveners not elected Alternate Delegates at the previous year's NCCL and those Co-Conveners not elected Alternate Delegates at the current year's NCCL provided that each constituency has no more than two delegates.
- 400  
401  
402
5. New Physicians Alternate Delegates to the Congress of Delegates (and Co-Convener).
- 403  
404  
405  
406  
407  
408  
409  
410
- a. The requirements to run for the Alternate Delegate positions are as follows: must be an AAFP member in the Active membership category who was first eligible for Active membership fewer than seven years before serving as Co-Convener for NCCL, must be in attendance at the NCCL (as a General Registrant, provided the criteria for the constituency is met, or Chapter Delegate to the constituency), must declare as a candidate for Co-Convener, Alternate Delegate, or Delegate for only one specific constituency, and meet the criteria for that constituency.
  - b. Candidates must submit a form declaring their candidacy accompanied by a curriculum vitae by the designated deadline. Members may seek chapter support for their candidacy, but they do not need to be nominated by their chapter, nor do they need to be a Chapter Delegate to the NCCL to run.
  - c. In the event open slots need to be filled (due to election of higher office, etc.):
    - 411  
412  
413  
414  
415  
416  
417  
418  
419  
420  
421  
422  
423  
424  
425  
426  
427  
428  
429  
430
    - i. If openings occur between the time of the NCCL and the time the Congress of Delegates meets, nominations will be solicited from the Commission on Membership and Member Services. Precedence will be given to others who ran for the office at the previous year's NCCL in order of total votes. Nominees will, then, be presented to the Board Chair, who will designate the successor.
    - ii. If open slots occur between the time of the Congress of Delegates and the time the NCCL meets, the slots will be filled by election at the subsequent NCCL. Those eligible to run for the open slot are the Co-Conveners not elected Alternate Delegates at the previous year's NCCL and those Co-Conveners not elected Alternate Delegates at the current year's NCCL provided that each constituency has no more than two delegates.
    - iii. If an opening occurs for the Alternate Delegate seat only between the time of the NCCL and the time the Congress of Delegates meets, the New Physicians delegation will appoint a replacement Alternate Delegate. Precedence will be given to others who ran for the office at the previous year's NCCL in order of total votes. This individual will serve during the Congress of Delegates only and will not have any official duties as Co-Convener or Delegate after serving as Alternate Delegate.
- 431  
432  
433  
434  
435  
436  
437  
438
6. AMA-YPS Delegate.
- 439  
440  
441  
442  
443  
444  
445  
446  
447  
448
- a. The AAFP Delegates to the AMA-YPS will serve a term of two years with one position rotating off each year. There will be no restrictions on the total number of years an individual may serve provided all AAFP and AMA eligibility criteria is met.
  - b. To be eligible to run for the AMA-YPS Delegate positions, an individual must: be registered for and in attendance at NCCL (as a General Registrant or Chapter Delegate to any constituency, provided the criteria for AMA-YPS Delegate is met), be an AAFP member in the Active membership category, first eligible for Active

449 membership in the AAFP less than seven years before election, be an Active  
450 member of the AMA, and be under 40 years of age or within the first eight years in  
451 practice. AMA criteria must be met throughout the term of service, not just at the  
452 time of election.

- 453
- 454 c. Candidates not elected in previously-held Co-Convener elections, regardless of  
455 constituency, provided the criteria for AMA-YPS Delegate are met, may declare  
456 candidacy for AMA-YPS Delegate. Candidates must notify the NCCL Strategist of  
457 intent to run by the deadline set forth in the NCCL *Election Procedures* in order to  
458 qualify and be placed on the ballot.
- 459
- 460 d. The AAFP Board of Directors will be notified of those persons elected to Delegate  
461 positions for ratification.
- 462
- 463 e. If an AMA-YPS vacancy occurs between the time of the NCCL and the time that  
464 the next AMA meeting is held, nominations to fill the vacancy will be solicited from  
465 the Commission on Membership and Member Services. These names will be  
466 submitted to the Board Chair, who will designate the successor.

467

468 F. Election Guidelines.

- 469
- 470 1. Election procedures at the conference parallel those used by the AAFP Congress of  
471 Delegates set forth in the Bylaws. The specific procedures outlined here will be used in  
472 conducting elections for the NCCL Convener, Member Constituency Co-Conveners,  
473 Delegates and Alternate Delegates, and for the New Physician nominee for the Board  
474 of Directors.
- 475
- 476 2. Printed campaign materials (brochures, buttons, etc.) beyond the standard information  
477 prepared by NCCL staff are strictly prohibited. Candidates may utilize social media for  
478 the purpose of campaigning prior to and during NCCL provided the *AAFP Guidelines:  
479 Using Social Media when Campaigning for Leadership Positions* is followed:

480

481 The AAFP embraces the use of social media for member/organizational  
482 communications, and AAFP provides formal social media channels for this purpose.  
483 These channels (including but not limited to AAFP Facebook, AAFP Prez, YouTube,  
484 LinkedIN, G+) are not to be used for personal use, including the posting of messages  
485 selling products, recruiting, political campaigning or endorsements, promoting  
486 commercial or other ventures, or any messages perceived as spam. This includes the  
487 campaigning by members for AAFP leadership positions at the National Conference of  
488 Constituency Leaders, National Congress of Family Medicine Residents, National  
489 Congress of Student Members, and Congress of Delegates. These guidelines are  
490 posted online, and any comments that violate these guidelines will be removed.  
491 Regarding Twitter, the AAFP has no objections to candidates using the official event  
492 hashtag in any messages from their personal account, including campaign messages.

493

494 Please note: this restriction applies only to the official AAFP social media channels; the  
495 use of personal social media accounts is at each member's own discretion.

- 496
- 497 3. Deadlines for acquiring and submitting constituency Co-Convener and Alternate  
498 Delegate ballots will be provided to each participant on site.
- 499
- 500 4. The candidates shall draw for the order in which they shall speak for election.
- 501
- 502 5. No ballot shall be counted in any election if it contains more votes or fewer votes than  
503 were instructed to be cast or if the votes are presented on the incorrect ballot.
- 504

- 505  
506  
507  
508  
509  
510  
511  
512  
513  
514  
515  
516  
517  
518  
519  
520  
521  
522  
523  
524  
525  
526  
527  
528  
529  
530  
531  
532  
533  
534  
535  
536  
537  
538  
539  
540  
541  
542  
543  
544  
545  
546  
547  
548  
549  
550  
551  
552  
553  
554  
555  
556  
557  
558  
559
6. Run-off elections will be conducted as necessary.
  7. The NCCL Convener and next year's NCCL Convener are prohibited from voting in these elections. Co-Conveners are eligible to cast their ballots only if they have been designated by their chapter to serve as the Chapter Delegate for the constituency under consideration.
  8. Elections for the New Physicians Alternate Delegates, Constituency Co-Conveners, and subsequent year's NCCL Convener will be conducted by the current constituency Co-Conveners.
  9. Elections for the AMA-YPS Delegate will be conducted by the current AMA-YPS Delegates.
  10. Elections for the New Physician Board nominee will be conducted by the current New Physician Board Member.
  11. Elections for the Member Constituency Alternate Delegates (and Delegates if necessary) will be conducted by the NCCL Convener.
- G. Election Procedures.
1. NCCL Convener
    - a. Candidate remarks and question and answer session will take place during the Opening Session and Caucus on the first day of the meeting.
    - b. Each candidate will be given five minutes for remarks. Questions must be provided in writing to the presiding officer (current NCCL Convener) for presentation to the candidates.
    - c. Balloting will take place during each constituency caucus the following day. A formal announcement of the winner will be made during lunch the same day as balloting. (Candidates will be notified immediately to facilitate the mentoring process.)
    - d. The NCCL Convener shall be elected by majority vote of those eligible, present, and voting. Any candidate who receives the votes of a majority of those voting shall be elected. If there is no candidate that receives a majority of the votes cast on the first ballot, subsequent ballots shall be taken until one candidate receives a majority.
  2. New Physician Nominee for the AAFP Board of Directors.
    - a. Candidate remarks and question and answer session will take place during the Opening Session and Caucus on the first day of the meeting.
    - b. Each candidate will be given five minutes for remarks. Questions must be provided in writing to the presiding officer (current New Physician Board member) for presentation to the candidates.
    - c. Balloting will take place during the new physicians constituency caucus the following day. A formal announcement of the winner will be made during lunch the same day as balloting.

- 560  
561  
562  
563  
564  
565  
566  
567  
568  
569  
570  
571  
572  
573  
574  
575  
576  
577  
578  
579  
580  
581  
582  
583  
584  
585  
586  
587  
588  
589  
590  
591  
592  
593  
594  
595  
596  
597  
598  
599  
600  
601  
602  
603  
604  
605  
606  
607  
608  
609  
610  
611  
612  
613  
614  
615
- d. The New Physician Nominee for the AAFP Board of Directors shall be elected by majority vote of those eligible, present, and voting. Any candidate who receives the votes of a majority of those voting shall be elected. If there is no candidate that receives a majority of the votes cast on the first ballot, subsequent ballots shall be taken until one candidate receives a majority. The candidates on such subsequent ballots shall be the two candidates receiving the largest number of votes cast on the immediately preceding ballot plus those tying for one of the top two positions.
  - e. In the event there is only one candidate, the NCCL Convener shall declare that candidate the nominee for the office.
3. Constituency Co-Convener and New Physicians Alternate Delegates to the Congress of Delegates.
- a. Candidate remarks will be given at the beginning of each of the constituency caucuses, to include all Co-Convener candidates and New Physicians Alternate Delegate candidates.
  - b. The women, minority, IMG, and GLBT constituency caucuses will elect two Co-Conveners for the following year's NCCL. (These eight individuals become candidates for the six Member Constituency Alternate Delegate seats (and Delegate seats if necessary) to the Congress of Delegates.)
  - c. The new physicians caucus will elect two Alternate Delegates for the Congress of Delegates. At the meeting of the AAFP Congress of Delegates immediately following their election, these two individuals shall serve as Alternate Delegates. At the conclusion of that annual meeting, they shall assume the position of the AAFP Delegates and will continue in that position until their term expires at the conclusion of the next ensuing annual meeting of the AAFP Congress of Delegates. The Alternate Delegates elected will also serve as Co-Conveners for the next year's NCCL (during the same year as their Delegate term).
  - d. Each candidate will be given two minutes for remarks.
  - e. Balloting will immediately follow remarks during each relevant caucus with election results to be announced before the caucus closing.
  - f. The Constituency Co-Conveners and New Physicians Alternate Delegates shall be elected by majority vote of those eligible, present, and voting. Any candidate who receives the votes of a majority of those voting shall be elected.  
  
If both positions remain to be filled after the first or a subsequent ballot, no more than four candidates receiving the largest number of votes cast on the preceding ballot, plus those tying for one of the top four positions, shall be candidates on the next ballot. Any candidate who receives the votes of a majority of those voting on such subsequent ballots and who is one of the two candidates receiving the largest number of votes shall be elected.  
  
If one vacancy remains to be filled after the first or a subsequent ballot, the two candidates receiving the largest number of votes on the preceding ballot, plus those tying for one of the top two positions, shall be candidates on the next ballot. The candidate who receives a majority of the votes cast on such subsequent ballots shall be elected.
  - g. In the event there are only two candidates, the NCCL Convener shall declare those candidates elected to the office.

616  
617  
618  
619  
620  
621  
622  
623  
624  
625  
626  
627  
628  
629  
630  
631  
632  
633  
634  
635  
636  
637  
638  
639  
640  
641  
642  
643  
644  
645  
646  
647  
648  
649  
650  
651  
652  
653  
654  
655  
656  
657  
658  
659  
660  
661

4. Member Constituency Alternate Delegate to the Congress of Delegates.
  - a. Candidate remarks will take place during the first business session.
  - b. Chapter Delegates representing the women, minority, IMG, and LGBT constituencies will elect six Alternate Delegates for the AAFP Congress of Delegates. (The previously elected eight Co-Conveners for the women, minority, IMG, and GLBT constituencies are automatically placed on the ballot as candidates for the Member Constituency Alternate Delegate seats.) At the meeting of the AAFP Congress of Delegates immediately following their election, these six individuals shall serve as Alternate Delegates. At the conclusion of that annual meeting, they shall assume the position of the AAFP Delegates and will continue in that position until their term expires at the conclusion of the next ensuing annual meeting of the AAFP Congress of Delegates.
  - c. Each candidate will be given two minutes for remarks.
  - d. Balloting will immediately follow remarks during the business session with election results to be announced before the first business session closing.
  - e. On the first ballot, the candidates with the highest number of votes from each constituency will be elected. From the remaining nominees, the candidate(s) with the highest number of votes will be elected for the remaining two positions. At least one member from each constituency will be elected with no more than two from any one constituency. Run-offs will be held on an as-needed basis.
5. AMA-YPS Delegate.
  - a. Candidate remarks will take place during the first business session.
  - b. Each candidate will be given two minutes for remarks.
  - c. Balloting will immediately follow remarks during the business session with election results to be announced before the first business session closing.
  - d. The AMA-YPS Delegate shall be elected by majority vote of those eligible, present, and voting. Any candidate who receives the votes of a majority of those voting shall be elected. If there is no candidate that receives a majority of the votes cast on the first ballot, subsequent ballots shall be taken until one candidate receives a majority. The candidates on such subsequent ballots shall be the two candidates receiving the largest number of votes cast on the immediately preceding ballot plus those tying for one of the top two positions.
  - e. In the event there is only one candidate, the NCCL Convener shall declare that candidate elected to the office.